

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: APRIL 25, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS WOOD
SOKOL
FRASIER
STROUGH
VANSELOW
SIMPSON

COMMITTEE MEMBER ABSENT:

SUPERVISOR WESTCOTT

OTHERS PRESENT:

REPRESENTING THE DEPARTMENT OF SOCIAL SERVICES:

SUZANNE WHEELER, COMMISSIONER
JULIE MONTERO, FISCAL MANAGER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BROCK
CONOVER
KENNY
MERLINO
SEEBER
TAYLOR
GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR
DON LEHMAN, *THE POST STAR*
SAMANTHA HOGAN, LEGISLATIVE OFFICE SPECIALIST

In the absence of Committee Chairman Westcott, Ms. Wood, acting as Vice-Chairman, called the meeting of the Social Services Committee to order at 9:30 a.m.

Motion was made by Mr. Strough, seconded by Mr. Simpson and carried unanimously to approve the minutes of the previous Social Services Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Suzanne Wheeler, Commissioner of the Department of Social Services (DSS), who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the Agenda review Ms. Wheeler announced Linda Pechette, Social Welfare Examiner in the Temporary Assistance Unit, and Katie Lambert, Caseworker in the Child Protective Services Unit, had been chosen as the DSS Team Players for the months of March and April. She added that Tammy Corbett, Senior Caseworker in the Adult Protective Services/CASA Unit, and Josette Kill, Senior Social Welfare Examiner in the Temporary Assistance Unit, had been named the DSS Team Leaders for the months of March and April. Ms. Wheeler stated that included in the agenda packet were comments from fellow co-workers as to why these ladies were nominated.

Moving to Action Items, Ms. Wheeler stated that Items 5A 1-9 all requested authorization to attend meeting or conventions. She explained the majority of the request were mandated by New York State; and she listed them as follows:

- 1) Beth Siegfried, Caseworker, to attend Child Welfare- Child Protective Services Common Core Training in Liverpool, NY on 5/19 - 5/23, 6/3 - 6/6, 6/17 - 6/20 and 6/30 - 7/3/2014.
- 2) Jacqueline Bell, Caseworker, to attend Child Welfare- Common Core Training in Albany, NY on 6/30 - 7/2, 7/14 - 7/18, 7/29 - 8/1 and 8/11 - 8/15/2014.
- 3) Beth Siegfried, Caseworker, to attend Child Protective Services Response Training in Liverpool, NY on 7/14 - 18 and 7/28 - 8/1/2014.

- 4) Allison Millis, Caseworker, to attend Sexual Abuse Dynamics & Intervention Training, in Albany NY on 6/18-6/20/2014.
- 5) Terra Cahill, and Catherine Bearor, Caseworkers, to attend PSA New Worker Institute Training in Albany, NY on 5/5 -5/8 and 5/19 - 5/22/2014.
- 6) Terra Cahill, Catherine Bearor, and Jaqueline Bell Caseworkers, to attend Child Protective Services Response Training in Albany, NY on 8/25 - 8/29 and 9/8 - 9/9/2014.
- 7) Barbara Meade, Social Services Investigator, to attend Welfare Fraud Investigator Training in Albany, NY on 5/19 - 5/23/2014
- 8) Barbara Meade, and Sharon Walter, Social Services Investigator, to attend the New York Welfare Fraud Investigators Association Annual Training Seminar in Lake Placid, NY on 6/1 - 6/4/2014.
- 9) Julie Montero, Fiscal Manager, and Julie Pearl, Adult Protective Services Supervisor, to attend the Supervisory Training Certificate Program in Albany, NY on 4/23, 4/24, 5/29, 5/30, 7/30, 7/31 8/21, 8/22, 9/18, 9/19, 10/29, 10/30, 11/13, and 11/14/2014.

Motion was made by Mr. Sokol, seconded by Mr. Vanselow and carried unanimously to approve all of the aforementioned travel requests. Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.

Item 5B, Ms. Wheeler stated, included requests to make the following appointments/reappointments to the Warren County Youth Board:

- ▶ Mike Mender, representing the City of Glens Falls, appointed for the term commencing 1/1/2014 - 12/31/14;
- ▶ Cathy O'Brien, representing the Town of Lake George, appointed for the term commencing 1/1/2014 - 12/31/14; and
- ▶ Jack Binder, Youth Representative for the Town of Warrensburg, reappointed for the term commencing 1/1/14 - 12/31/14.

Motion was made by Mrs. Frasier, seconded by Mr. Vanselow and carried unanimously to approve the request as presented, and the necessary resolution was authorized for the May 16th Board meeting; *copies of the request forms are on file with the minutes.*

Item 5C1, Ms. Wheeler stated, consisted of a request to fill the vacant position of Resource Clerk #1 in the Resource/Recovery Unit,(Grade 4, Annual Base Salary of \$25,851) due to retirement, as well as any vacancies resulting from promotion.

Motion was made by Mr. Sokol, seconded by Mr. Simpson and carried unanimously to approve the request to fill the vacant position as outlined above and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Item 5C2, Ms. Wheeler stated, pertained to a request to fill the vacant position of Social Services Attorney, due to resignation/transfer. She added that included a in the agenda packet was a description of the position as well as a salary study that had been completed by the County Human Resources Director. She explained she had also included a sheet comparing the percentages of local share for the

various salaries within the suggested range and the difference that Warren County would pay. Ms. Wheeler explained that in discussions with Martin Auffredou, County Attorney, and Gretchen Steffan, County Human Resources Director, they had determined it was unlikely that the County would be able to offer anything lower than a \$70,000 salary for this position.

Mr. Auffredou stated that this was a multifaceted position and that the individual filling it should be a trained litigator in both the County and Family Courts. Because the position was intended to serve as counsel for the Department of Social Services, he advised that the chosen individual would need to have technical litigation skills and be well informed on petitions, proceedings and guardianships. Mr. Auffredou advised they would begin advertising for the position soon.

Referring to the Salary Study documentation, Mr. Strough inquired as to why certain Counties were used for comparison and others, such as Saratoga and Washington Counties, were not. Ms. Steffan responded that many inquiries had been sent to surrounding Counties for the purposes of the salary study and that the Counties who had responded were included. Mr. Auffredou said that he was going to meet with the County Attorneys for both Saratoga and Washington Counties and would inquire about their salary structures for similar positions and the steps that were taken to find the right individual.

Motion was made by Mr. Sokol, seconded by Mr. Stough and carried unanimously to fill the vacant position of Social Services Attorney, with a salary to be determined, and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Ms. Wheeler stated that the next agenda item pertained to a review of the Overtime Report. She explained that there had not been much change from the last Committee meeting. She advised that the majority of the overtime was attributed to new Medicaid staff and Child Protection Services on-call hours.

Privilege of the Floor was extended to Julie Montero, DSS Fiscal Manager, to review the Budget Status Report.

Ms. Montero stated that the March revenue and expense reports showed that expenses were right on target for the first quarter of 2014. She stated that the March revenue looked low due to short staffing in the County Treasurer's Office which caused a delay in posting the revenues; a copy of the report is on file with the minutes.

Ms. Wheeler stated that the monthly statistics report showed the monthly transactions processed for the month of March. She stated she felt the report provided a good overview of the amount of eligibility work that was processed by her staff; a copy of the report is on file with the minutes.

Mr. Sokol inquired as to whether the overtime for the Medicaid Division would decrease. In response, Ms. Wheeler said that she did not see an end to the overtime but added that after the review process for the newer Medicaid employees was over there should be a decrease. She also noted that the Home Energy Assistance Program (HEAP) had reviewed twice as many applications they had received during the last winter season due to the cold winter, additional funding was given.

As there was no further business to come before the Social Services Committee, on motion made by Mrs. Frasier and seconded by Mr. Stough, Ms. Wood adjourned the meeting at 9:45 a.m.

Respectfully Submitted,
Samantha Hogan, Legislative Office Specialist